

Approved

Records & Archives Management Committee
Friday, 3 October 2003 12:00pm
J. V. Fletcher Library

Members Present: Ginny Moore, Ellen Harde, Jane Hinckley, Kaari Tari, and Bob Oliphant.

Community Preservation Application update:

Kaari indicated that 38 hours have already been spent on the tin box preservation project thanks to the Senior Tax Work Off Program and only 5 boxes have been addressed (2 hours per box were estimated for the project on the application). She went before the Community Preservation Committee on Tuesday, September 30th to request an increase in funds for the labor costs of the tin box preservation project. The CPC indicated that it would approve the requested amount to \$3,200.00 but would need a copy of the vote of the Records & Archives Committee approving the increase request for its records. The CPC also asked if that would be enough money to get the project done.

There was discussion about whether enough money was earmarked for preservation supplies to complete the project. Kaari indicated that 100 folders and 2,000 11 x 17 interleaving tissues have been used so far on 4 tins. 2,000 total acid free folders (1,000 8 ½ x 14 and 1,000 8 ½ x 11) and 2,000 interleave tissues (1,000 8 ½ x 11 and 11 x 14) have already been purchased. The 8 ½ x 11 folders were returned and 4,500 additional interleave tissues have already been purchased, but more will be needed of the tissues as well as 8 ½ x 14 folders. It was decided that \$4,000.00 should be requested to cover additional labor and materials costs to ensure that there is enough funding to complete the project.

On a motion duly made and seconded, it was:

VOTED 4 in favor, 0 opposed with 1 abstention (Ellen Harde abstained as she is Town Moderator and will be presiding over the discussion and vote to be taken at Town Meeting):

To raise the total amount request on the Community Preservation application to \$4,000.00.

Space Needs for Town Departments

Kaari will forward the memo received from the Town Manager's office relative to space needs to Committee members. The Archives center should be included in the space needs assessment.

The meeting adjourned at 12:34pm.

Respectfully submitted,

Kaari Mai Tari
Clerk

02/25/08